

13 FEB 1970

MEMORANDUM FOR: Chairman, Information Processing Board

SUBJECT : Savings Resulting from Computer Usage

1. During a briefing of the Director last fall the Deputy Director for Support was asked to produce a report showing what savings the Agency has achieved as a result of installing the several computer systems we now have throughout the organization. It would be extremely difficult for the DDS to respond to this request without the assistance of the using components in each of the Directorates.

2. I have discussed the need to produce this report with each of the Information Processing Coordinators and they have indicated a willingness to help but there seems to be a consensus that it would be useful to coordinate the effort through the Information Processing Board. It has also been suggested that the Information Processing Staff members might lend some assistance to the individual Directorates in gathering and compiling the information from the users.

3. If the idea of using the Information Processing Board and the IP Staff is agreeable with you and the members, I suggest that the information be collected and presented in three categories:

(a) Instances where we have actually saved positions and can show either that positions were abolished or people were made available for assignment to other duties.

(b) Instances where we have been able to assume a heavier workload, quantified to the extent possible, without increasing the numbers of people.

(c) Instances where we are doing things with computers that we would otherwise be unable to do.

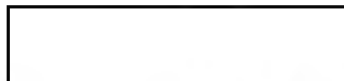
4. I will, of course, undertake to collect the information in the Support Directorate and consolidate it with information collected from the other Directorates into a single report for the DDS

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to submit to the Director. I suggest that we set 13 March as the deadline for completing the collection. If there are other suggestions about how to gather and present the information perhaps we could discuss them at the next Board Meeting.



Chief, Support Services Staff

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cpys: IPC - DDP
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